

Operating By-laws for the Title I Committee of Practitioners

ARTICLE I Name & Purpose

Section 1.1 Name:

The name of this body is the Title I Committee of Practitioners.

Section 1.2 Title I Committee of Practitioners Formal Charge(s):

- A. Ensure that any State rules, regulations, and policies relating to this title conform to the purposes of this title and provide any such proposed rules, regulations, and policies to the committee of practitioners created under subsection (b) for review and comment;
- B. Minimize such rules, regulations, and policies to which the State's local educational agencies and schools are subject;
- C. Eliminate or modify State and local fiscal accounting requirements in order to facilitate the ability of schools to consolidate funds under schoolwide programs;
- D. Identify any such rule, regulation, or policy as a State-imposed requirement;
- E. Identify any duplicative or contrasting requirements between the State and Federal rules or regulations;
- F. Eliminate the State rules and regulations that are duplicative of Federal requirements.

Section 1.3 Committee of Practitioners' Duties:

The duties of such committee shall include a review, before publication, of any proposed or final State rule or regulation pursuant to this title. In an emergency situation where such rule or regulation must be issued within a very limited time to assist local educational agencies with the operation of the program under this title, the State educational agency may issue a regulation without prior consultation, but shall immediately thereafter convene the State committee of practitioners to review the emergency regulation before issuance in final form (ESSA Section 1603(b)(3)).

ARTICLE II Membership

Section 2.1 Committee Voting Members:

- A. The Committee shall consist of 15 members, as follows:
 - a. One superintendent
 - b. One principal
 - c. Three administrators working in Title I programs
 - d. One classroom teacher
 - e. One CTE teacher
 - f. One paraprofessional
 - g. One specialist
 - h. One representative for private school children
 - i. One parent
 - j. One representative of an authorized public chartering agency

- k. One charter school leader
- l. One charter school teacher
- m. One school board member

Section 2.2 Appointments, Terms, Vacancy, and Removal:

- A. Appointments and Term:
 - a. The Deputy Secretary of Education shall appoint members.
 - b. Members will serve for a minimum of one year, with the option to renew at the expiration of the first term.
 - c. Members shall receive no compensation, nor reimbursement for any expenses from the Delaware Department of Education.
- B. Vacancies:
 - a. The appointing authority shall fill vacancies.
 - b. As vacancies occur for any reason, the Committee Chair shall inform the appointing authority.
 - c. As vacancies occur:
 - i. The Committee may recruit qualified candidates for the appointing authority's consideration and;
 - ii. The Committee may vote to recommend qualified applicants to the appointing authority for their consideration of appointment and;
 - iii. The Committee Chair shall submit the recommendation, application, and explanation why this applicant is the qualified candidate for the vacancy and;
 - iv. The appointing authority will review the recommendation along with all other applicants.
- C. Removal:
 - a. If any member fails to attend two consecutive Committee meetings, without just cause, that member shall be presumed to have resigned. In order to have just cause considered the member:
 - i. Must contact the Chair or Executive Committee prior to the day of the scheduled meeting which will be missed and;
 - ii. Must inform them they are unable to attend the scheduled meeting and;
 - iii. Ask for consideration to be excused.
 - b. The Chair shall inform the appointing authority when a member has resigned for lack of attendance. They may also request that the appointing authority accept the member resignation, and appoint a new member.
 - c. Active participation in Committee meetings, sub-committees and Committee activities is a requirement for continued membership and;
 - d. All appointments are at the pleasure of the appointing authority and at any time can be removed or replaced.

Section 2.3 Nonvoting members:

- A. The non-voting members shall consist of three individuals, as follow:
 - a. The DDOE Title I Committee of Practitioners liaison
 - b. The DDOE Director of Title Programs and Grant Support
 - c. The DDOE Associate Secretary of Student Support

ARTICLE III Executive Committee

Section 3.1 Executive Committee Charge:

- A. The Executive Committee shall consist of the following:
 - a. A Committee Chair
 - b. Three Co-Chairs
- B. The Executive Committee shall:
 - a. Ensure that all Committee meetings have documentation for minutes;
 - b. Ensure that all scheduled Committee or sub-committee meetings are posted in advance and approved minutes are recorded and posted, in accordance with legal requirements as described in 29 Del. C. SS10001-10006;
 - c. Perform such other duties as the Committee prescribes.
- C. The Committee Chair:
 - a. Shall be selected during the annual Superintendent Chiefs meeting.
 - b. Shall preside over the Executive Committee and shall be an ex-officio member of all other assigned committees;
 - c. Shall have general charge of the business of the Committee;
 - d. Shall designate members to Chair active sub-committees;
 - e. May delegate any of his/her powers to other Committee members, including the authority to preside over a meeting in the event of their absence.
- D. The Co-Chair:
 - a. Shall perform duties as assigned by the Committee Chair;
 - b. Shall perform in the absence of the Committee Chair.
- E. In the event of a vacancy in the Co-Chair positions, the Chair shall designate a replacement from the members.

ARTICLE IV

Committee Business

Section 4.1 Meetings:

- A. Business of the Committee shall be conducted by Committee members at regularly scheduled meetings.
- B. The Committee shall meet at a minimum of three times per school year.
- C. Committee meetings shall be scheduled by the Executive Committee.
- D. Sub-committee meeting may be scheduled as often as needed in order to meet deadlines for completion of assigned projects.

Section 4.2 Quorum:

- A. A quorum shall exist when a simple majority (> 50%) of the active voting members of the Committee are present. Active voting members shall include all appointed members and does not include vacancies.
- B. A video conference appearance is acceptable for quorum, when there is a meeting place posted and available for the public.
- C. A member may participate in a meeting by phone, but may not vote via phone nor be counted as a quorum member.
- D. For quorum purposes all public meetings will be noticed and conducted in accordance with 29 Del. C. §10001-10006, except that the sub-committees may conduct interim telephonic meeting to determine agendas, strategies, or conduct any other business in preparation for a public meeting.
- E. If less than a quorum is present upon commencement of a Committee meeting, the presiding officer shall commence the meeting, note the lack of a quorum, and make motion to convene upon arrival of a quorum. Notes shall be taken in lieu of minutes, noting the lack of a quorum. Any action taken by less

than a quorum shall be ratified at the next Committee Meeting where a quorum is present. If not ratified, the action shall be considered null and void.

ARTICLE V Committees

Section 5.1 Executive Committee:

- A. The Executive Committee shall be a continuing Committee and:
 - a. Shall have general supervision of the affairs of the Committee between meetings;
 - b. Shall be subject to the orders of the Committee and none of its acts shall conflict with action taken by the Committee;
 - c. May as emergencies arise and immediate action is required, act on behalf of the Committee, and shall report any such interim actions at the next scheduled Committee meeting, such action may be ratified by the full Committee;
 - d. May recommend to the Committee additions and deletions to the Committee Roster, and monitor Committee member performance and attendance at meetings;
 - e. May recommend to the Committee changes for policies and procedures.
- B. The Chair shall preside over the Executive Committee.

Section 5.2 Sub-Committees:

- A. The Chair or Executive Committee may establish sub-committees as necessary to carry out business, responsibilities or assigned projects.
- B. The Chair or Executive Committee shall review and decide when a sub-committee is essential and vote to establish such sub-committee.
- C. The Chair or Executive Committee shall designate a Committee member to Chair the assigned sub-committee.
- D. The sub-committee Chair shall:
 - a. Assign all sub-committee meeting dates;
 - b. Ensure the meetings are posted, followed by posted minutes, according to statutory requirements;
 - c. Ensure all sub-committee progress is presented to the Committee members, at each scheduled Committee meeting through the duration of a project.
- E. Non-members may participate in sub-committee meetings and work. The sub-committee members may reach out for assistance as needed to accomplish the assigned project.
- F. All established sub-committee members shall be responsible to accomplish assigned projects in a timely manner.
- G. Critical sub-committee decisions should be addressed at scheduled Committee meetings for a vote, prior to the sub-committee taking action. If the sub-committee is working with a deadline and needs sudden action, and there is not a scheduled Committee meeting to address the need in a timely manner, the Chair of the sub-committee shall address the Executive Committee for a decision.

ARTICLE VI Amendments

Section 6.1 By-Law Amendments:

- A. These by-laws may be amended at any public meeting that has been posted 14 days in advance with the agenda, and has two-thirds ($\geq 66\%$) of all active members.

ARTICLE VII

Conflict of Interest

Section 7.1 Conflict of Interest:

- A. No voting member of the Committee shall engage in any conduct proscribed by the Conflict of Interest guidelines stated by the Corporation for National & Community Service. It shall be the responsibility of each voting member of the Committee to make appropriate disclosures to the Committee of all circumstances from which an appearance of conflict reasonably may be inferred. Members shall abstain from participation in the review of proposals and formal evaluation of programs in which a conflict of interest may occur or an appearance of a conflict may be inferred. Also, members having a conflict of interest shall not be involved in a priority setting process for the Committee if that process ultimately determines how Committee funds will be distributed.

ARTICLE VIII

Public Statements, Recommendations and Public Policy

Section 8.1 Recommendations & Committee Actions:

- A. Members of the Committee are encouraged to propose recommendations and to express their individual views publicly on matters of public policy, provided however that no such member shall represent that a proposal or expression is made on behalf of the Committee or any of its sub-committees, except as provided in this Section.
- B. Who may act for the Committee:
- a. The Chair or in the Chair's absence, the remaining Executive Committee, may determine the proper representative or representatives of the Committee to express the Committee's authorized recommendations and views.
 - b. Members and/or sub-committees may not propose recommendations or express views publicly except as provided herein.
 - i. Upon the request of any member of the Committee, or any sub-committee of the Committee, the Committee shall determine whether to recommend policy or publicly express the Committee's views on proposed recommendations.
 - ii. In order to make a request to the Committee, a sub-committee must first obtain the approval of the sub-committee's members at a duly called meeting with notice of the matter at issue (including a general summary of the proposal to be considered) through a vote of the majority of the sub-committee members present. Upon the request of any sub-committee to support or oppose a proposed recommendation, or to publicly express its views, the Committee may authorize a sub-committee to make such recommendation or to so publicly express its views on its own behalf, subject to such conditions as the Committee may impose.
 - iii. Failure to comply with this provision shall result in dismissal from the Title I Committee of Practitioners.